



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>CODE ENFORCEMENT SUPERVISOR</b>	<b>CIVIL SERVICE:</b>	<b>YES</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>FLSA EXEMPT:</b>	<b>NO</b>
<b>DIVISION:</b>	<b>CODE ENFORCEMENT</b>	<b>UNION:</b>	<b>N/A</b>
<b>REPORTS TO:</b>	<b>CHIEF BUILDING OFFICIAL</b>	<b>PAY GRADE:</b>	<b>N13</b>

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### **FUNCTION:**

Under general direction, supervises the activities of the code enforcement division. Responds to questions from landlords and the general public. Serves as the first avenue of appeal when differences arise between inspections and landlords or the public. Performs investigative abatement and enforcement work for local housing, zoning and safety codes, ordinances and approval conditions related to the use, maintenance and safety of land and structures; performs a wide variety of duties with responsibility for enforcement of housing, zoning, site plan, subdivision and nuisance codes; and to perform related duties as required.

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### **SUPERVISES:**

Code Enforcement Officer I  
Code Enforcement Officer II

### **EQUIPMENT USED:**

Desktop computer, laptop computer, telephone, cellular phone, digital camera, magnetic locator, electrical tester, level, calculator, flashlight, tape measure, vehicle, reference materials, code books, fax machine, copy machine, scanner, printer and related department equipment.

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Manages the code enforcement division, including rental housing/property maintenance activities.
- Supervises assigned inspectors and clerical staff.
- Reviews and interprets rental housing/property maintenance codes.
- Collects information for preparation of budget.
- Prepares information for the City Attorney as appropriate.
- Reviews monthly activity reports.
- Receives complaints of violations of city codes and ordinances for residential, commercial and industrial property.
- Performs inspections as necessary in the enforcement of the property maintenance/housing codes.
- Reviews case files, zoning codes and ordinances, general plan and tract maps and other documentation.

- Conducts interviews, field investigations and site surveillance.
- Identifies and investigates unlawful building, zoning and nuisance activities, determines compliance requirements and initiates corrective actions as authorized by city ordinance.
- Explains violations and alternative mitigation measures.
- Issues Warning Notices, Citations and Notices to Appear.
- Refers cases to other agencies as applicable.
- Coordinates enforcement activities with other agencies.
- Generates reports and conducts research using computer.
- Provides technical expertise.
- Removes illegal signs as needed.
- Processes abatement orders.
- Reviews draft ordinance amendments for enforceability of conditions of approval.
- Prepares written reports, legal documents, memos and letters.
- Prepares case information for and presents evidence at appeal hearings and other legal proceedings.
- May act as advocate in appeal hearings.
- Administers weed abatement program.
- Other duties as assigned.

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## **ENTRY REQUIREMENTS AND SKILLS:**

High School diploma or GED and five (5) years of responsible experience enforcing codes and ordinances related to planning, zoning, building, the environment, or health and safety. A minimum of one year of lead or supervisory responsibility in code enforcement is highly desirable. Or any combination of education and/or experience which has provided the knowledge, skills and abilities necessary to achieve satisfactory job performance.

Knowledge of: City codes and ordinances related to land use and zoning; investigation and safety techniques and practices; evidence collection and preservation; basic principles of land use planning; property owner rights; photography; property descriptions; assessor's map systems; court systems and legal procedures; construction materials and methods; conflict resolution techniques; research practices and techniques; technical report writing; arithmetic; basic algebra and geometry; public speaking techniques; practices and techniques of public contact with individuals from diverse socio-economic and cultural backgrounds; map reading; practices of supervision; construction, zoning, safety and nuisance codes and ordinances; automated information systems.

Ability to: Apply interviewing, investigatory and safety techniques and practices; read, understand and enforce codes and ordinances; perform research; read and follow maps; make sound judgments in stressful situations; explain the provisions of codes and ordinances to the general public; identify different materials, animals, plants, chemicals, sounds, odors and other conditions which might result in immediate or potential health, safety or fire hazards; analyze and evaluate observations and information; direct and determine compliance; communicate effectively both verbally and in writing with individuals from a variety of socio-economic and cultural backgrounds; write technical reports; inspect property with unknown hazardous

conditions, including uneven terrain; take photographs and measurements; maintain accurate records.

**REQUIRED SPECIAL QUALIFICATIONS:**

Certification by the International Code Council (ICC) as a as a Property Maintenance and Housing Inspector, Residential Building Inspector , Residential Electrical Inspector and Commercial Electrical Inspector by the International Code Council (ICC) or International Association of Electrical Inspectors (IAEI) within one year from date of hire.

Possession of ICC Certification as a Residential Combination Inspector and/or Commercial Building Inspector by the International Code Council (ICC) is highly desirable.

Shall be able to obtain and maintain a valid motor vehicle operator's license issued by the State of Iowa.

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**WORKING CONDITIONS:**

- Works in both a typical office and construction field environment.
- Is periodically called during off-hours to respond to citizen and construction related inquiries.

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**PHYSICAL REQUIREMENTS:**

- Periodically lifts heavy objects weighing up to 50 pounds and carries for short distances.
- Climbs and walks over uneven terrain.
- Required to work in adverse weather conditions for a period of time.
- Must be insurable
- Must be able to speak clearly at normal rate of conversation
- Must be able to kneel, squat, and walk
- Must be able to move up and down ladders and stairs
- Must be able to work in wet, snow/icy weather conditions
- Must keep regular and reliable attendance at work.